



STREET MAINTENANCE SUPERINTENDENT

Purpose:

To actively support and uphold the City's stated mission and values. To develop and administer a comprehensive street maintenance program. To plan, organize, and supervise technical staff, and to administer field activities within the Streets Maintenance Section of the Transportation Division, including street maintenance and renovation planning, sealing, contract administration, and repair and reconstruction work; and to perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised:

Receives direction from the Deputy PW Manager – Transportation Operation and Streets & Management, or from other management staff.

Exercises direct supervision over subordinate level supervisory, technical and streets maintenance staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop and implement comprehensive programs for maintenance of the city's street system. Provide input into long-range Capital Improvement Program planning; establish schedules and methods for street maintenance; administers the pavement management system; develop and implement policies, procedures, goals and objectives.
- Plan, prioritize, assign, supervise and review the work of staff involved in street maintenance services; may prepare general and technical specification for, and administer service and construction contracts for street sealing, concrete construction, and related street maintenance work.

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- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Provide oversight of the pavement management program.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; train and instruct technical staff in pavement management procedures, construction administration of the street sealing program, miscellaneous concrete work, and other contracted services; supervise the training and instruction of equipment operators in the operation of loaders, graders, trucks and related equipment.
- Answer questions and provide information to the public; investigate complaints and implement corrective action as necessary to resolve complaints regarding street maintenance.
- Investigate work related accidents; inspect the work of crews while in progress; provide advice and assistance to subordinate supervisors; supervise and direct safety activities among subordinates.
- Arrange for service, repair and replacement of maintenance equipment; requisition supplies and materials.
- Coordinate street maintenance activities with other City departments, divisions and sections, and with outside agencies.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preference at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in public works construction, public works operations, street maintenance operations, or a related field. Also, requires one year of supervisory experience.

Effective September 2001

Revised May 2004 (Range adjustment)

Revised Nov 2005 (change exp & trng guidelines: public works operations, one year of suprvy exp (previous lead as well)).

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Training:

Equivalent to an Associate of Arts degree with major course work in personnel supervision, public administration, construction technology or a related field. A Bachelor's degree is desirable.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 8865

FLSA: Exempt